

So you want to host a >Let=s Talk= conversation..... ...how to get started

1. ***Form a group.*** You can form your group through another group you are already affiliated with or simply by inviting some friends or associates to get together. It may be helpful to have a friend co-host with you. The ideal size of a group is between 4 and 20 people, to allow everyone to speak more than once and hear each other easily. The goal of the group is simply conversation, where everyone can deepen and broaden their points of view.
2. ***Decide how you want to facilitate the conversation.*** As the host you can choose to facilitate the conversation yourself or invite another person to facilitate.
 - A) *If you want to facilitate the conversation yourself*, the materials in this kit can get you started. Call any of the >Let=s Talk= staff (contact information below) if you have further questions.
 - B) *If you want a little more training and explanation how >Let=s Talk= will work*, attend a training workshop. Workshops are being offered at 3 times & dates. Please sign up so we know you're coming. The sign-up sheet is in this packet and available on the City website. The dates are:
 - \$ Saturday, March 4, 9:00 - 11:00 a.m.
 - \$ Monday, March 6, 7:00 - 9:00 p.m.
 - \$ Friday, March 10, 10:00 a.m. - 12:00 noon
 - C) *If you would like an outside facilitator to help start the conversation*, contact >Let=s Talk= staff Virginia Burke or Daria Hardin (contact information below) to request an outside facilitator.
3. ***Decide how many times you might like your conversation group to meet.*** >Let=s Talk is centered around three open-ended questions and a fourth question about an action step. You might want to meet four times to talk about 1 question per meeting, one time to talk about all 4 questions, or any other way you prefer. Let your participants know how you hope the conversation will go.
4. ***Register the date(s) and time(s) of your conversation*** with Daria Hardin or Virginia Burke, via phone, email, or the >Let=s Talk web site. If you wish to welcome other members of the community to attend your conversation, please indicate that.
5. ***After each conversation fill out a Conversation Report*** (included in this packet and can also be downloaded from the City of Annapolis web site). The Conversation Report is not intended to be notes or minutes, simply the overall outcome or major conclusions of the conversation. If needed, sheets can be attached to the report. Recording could be done by the host, the facilitator, or by someone in the group. Reports can be mailed, faxed, or emailed. Final deadline for sending the Conversation Report is July 15, 2006.

Contacts:

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